



STATE OF WASHINGTON  
DEPARTMENT OF COMMUNITY,  
TRADE AND ECONOMIC DEVELOPMENT

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# **Community Development Block Grant Program**

## **2006 Housing Enhancement Grant**

January 2006

**Juli Wilkerson**  
Director

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## OVERVIEW

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### Housing Enhancement Funds

- ✓ Up to \$800,000 is available from the Community Development Block Grant (CDBG) Program for Federal Fiscal Year (FFY) 2006 to provide companion funding for projects that have been selected to receive grants or loans from the Housing Trust Fund (HTF). The purpose of the Housing Enhancement Program is to streamline the financing of eligible housing projects that may need additional funding in order to be successful. Requests for CDBG funds are considered at the same time as applications to the HTF.
- ✓ Housing Enhancement funds can be used for eligible costs associated with farmworker housing projects.
- ✓ CDBG Housing Enhancement funds are available to cover project costs that cannot be paid for using HTF dollars. An example of an eligible cost is off-site infrastructure that is essential to a housing project and is considered an ineligible cost to the HTF.
- ✓ Housing Enhancement funds can also be used to pay for the non-housing costs of projects that are an integral part of a comprehensive project. An example would include the costs of a day care facility that has been incorporated into the design of a project that is requesting HTF support.
- ✓ Eligible recipients of CDBG Housing Enhancement grants are cities and towns with less than 50,000 population or counties with less than 200,000 population provided that the cities, towns and counties do not participate in a U. S. Department of Housing and Urban Development (HUD) Consortium. Applicants to the HTF that are not eligible to receive CDBG Enhancement funds directly, such as local housing authorities, tribal housing organizations or local nonprofit developers, must apply through the eligible jurisdiction where the project is or will be located. Eligible applicants must meet all federal requirements of the CDBG program including the completion of project related citizen participation activities and a CDBG Disclosure Report.
- ✓ The review of CDBG Housing Enhancement applications includes the determination by CDBG and Housing Finance Unit staff that the amount of assistance being requested is funding a clearly defined gap between the amount of funds necessary to complete a project and all other potential funding sources. Use of CDBG Housing Enhancement funds must be determined to be both necessary and appropriate within the scope and proposed use of a HTF Project.
- ✓ HTF applicants that wish to be considered for CDBG Housing Enhancement funds **must have the certified support of an eligible local government in advance of the HTF application due date.** (See Project Summary Form 16A, item #13.) Potential applicants for CDBG funds are encouraged to contact CDBG staff prior to submitting a HTF application to discuss CDBG requirements and funding availability. CDBG staff are available to assist in providing information regarding local certification and citizen participation requirements. Contact Sharon Robinson at (360) 725-3010 or by email at [sharonr@cted.wa.gov](mailto:sharonr@cted.wa.gov).

## APPLICATION PROCESS

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**The Housing Enhancement Grant is a two-phase process, requiring applicants to submit initial program information along with the Housing Trust Fund application. Only upon receiving written approval of the initial program information will applicants be invited to complete the general federal requirements.**

### Phase One

1. Applicants interested in applying for CDBG Housing Enhancement funds must submit the following program information with the Housing Trust Fund (HTF) Application:
  - FORM 16A - CDBG Housing Enhancement Project Summary
  - FORM 16B - CDBG Housing Enhancement Project Description
  - FORM 16C - CDBG Housing Enhancement Project Budget
2. Concurrent threshold review of application:
  - HTF staff will review application for HTF threshold requirements.
  - CDBG staff will review the HTF application and CDBG Housing Enhancement Project Summary Form to determine project eligibility based on the following criteria:
    - The project activity is not eligible for funding from HTF.
    - That CDBG dollars appear to fill a funding and/or affordability gap.
    - The activity makes sense, is financially feasible and is ready to proceed.
    - The project is sponsored by an eligible non-entitlement jurisdiction.
    - The project meets a HUD National Objective.
  - CDBG staff may request additional information from applicant to determine project eligibility. Applicants will have up to two weeks to provide staff with requested information.
3. HTF and CDBG staff will meet to finalize the eligibility determination and funding recommendation.
4. CDBG staff will notify local jurisdiction of Housing Enhancement funding eligibility/ineligibility.

### Phase Two

1. If project meets the above requirements, the local jurisdiction will be sent an acknowledgement letter along with the required federal forms and information. The applicant must complete the following federal requirements within 60 days from the date of the acknowledgement letter:
  - CDBG Disclosure Report
  - Resolution with Certification of Compliance
  - Citizen Grievance Procedure
  - Citizen Participation Process

Submit one **original** (signed in ink) and one **copy** of the Phase Two information to:

Sharon Robinson  
CDBG Program  
Department of Community, Trade and Economic Development  
Post Office Box 42525  
906 Columbia Street SW  
Olympia, Washington 98504-2525

Electronic versions of the required federal materials and forms are available online at <http://www.cted.wa.gov/cdbg> or may be requested by contacting Sharon Robinson at (360) 725-3010 or by email at [sharonr@cted.wa.gov](mailto:sharonr@cted.wa.gov).

## APPENDICES

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**APPENDIX A - Eligible and Ineligible Jurisdictions**

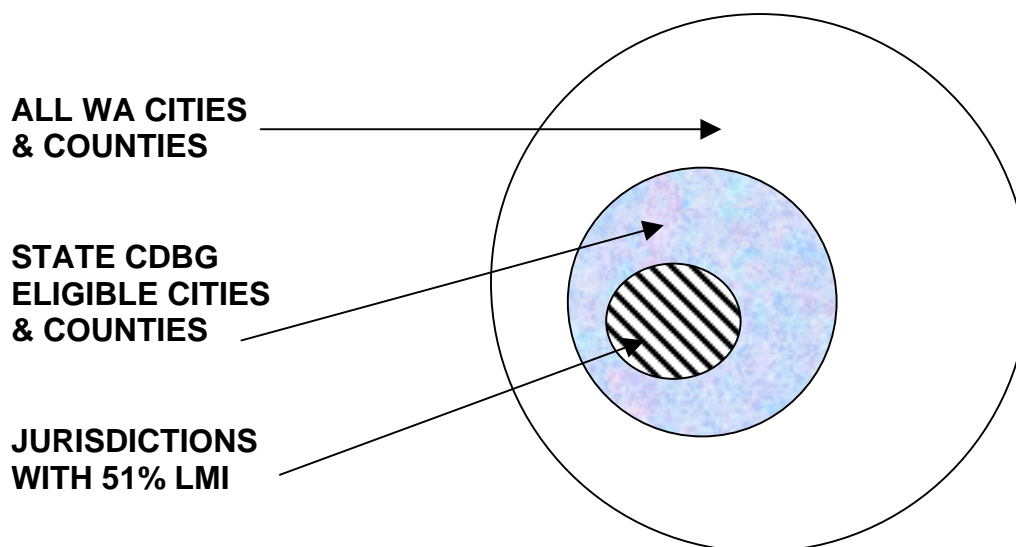
**APPENDIX B - Jurisdictions with 51 Percent Low- and Moderate-Income**

**APPENDIX C - 2006 Low- and Moderate-Income Limits**

**APPENDIX D - Public Hearing Handout English Version**

**APPENDIX E - Public Hearing Handout Spanish Version**

The diagram below shows the relationship between eligible and ineligible communities, and is to be used as a reference when reviewing the requirements and lists within these appendices.





## 2006 CDBG Entitlement/Non-Entitlement Jurisdictions

Non-Entitlement Counties	Entitlement Counties	Entitlement Cities in Non-Entitlement Counties	
	<ul style="list-style-type: none"> <li>Clark</li> <li>King</li> <li>Kitsap</li> </ul>	<ul style="list-style-type: none"> <li>Pierce</li> <li>Snohomish</li> <li>Spokane</li> </ul>	<ul style="list-style-type: none"> <li>Anacortes</li> <li>Bellingham</li> <li>Longview</li> <li>Olympia</li> <li>Mount Vernon</li> <li>Tri-Cities</li> <li>Wenatchee</li> <li>Yakima</li> </ul>

**APPENDIX B: JURISDICTIONS WITH 51% OR GREATER  
LOW- and MODERATE-INCOME (LMI) POPULATION**

(Based On HUD's 2000 Census Data)

NAME	LMI Population	TOTAL Population	LMI Percentage
Almira.....	173 .....	321.....	53.9 .....
Benton City .....	1,318 .....	2,533.....	52.0 .....
Bingen.....	435 .....	652.....	66.7 .....
Brewster.....	1,520 .....	2,125.....	71.5 .....
Bridgeport .....	1,453 .....	2,099.....	69.2 .....
Bucoda.....	404 .....	648.....	62.3 .....
Chelan.....	1,923 .....	3,532.....	54.4 .....
Chewelah .....	1,155 .....	2,129.....	54.3 .....
Clarkston.....	3,894 .....	7,067.....	55.1 .....
Cle Elum .....	922 .....	1,787.....	51.6 .....
Conconully .....	124 .....	209.....	59.3 .....
Concrete .....	497 .....	832.....	59.7 .....
Connell.....	1,375.....	2,403.....	57.2 .....
Coupeville .....	875 .....	1,610.....	54.3 .....
Creston .....	121 .....	230.....	52.6 .....
Cusick .....	150 .....	211.....	71.1 .....
Ellensburg .....	8,027 .....	13,234.....	60.7 .....
Entiat.....	502 .....	959.....	52.3 .....
Everson.....	1,059 .....	2,043.....	51.8 .....
George .....	368 .....	510.....	72.2 .....
Goldendale.....	1,996.....	3,665.....	54.5 .....
Grand Coulee.....	506 .....	878.....	57.6 .....
Granger.....	1,811 .....	2,586.....	70.0 .....
Hamilton.....	194 .....	330.....	58.8 .....
Hartline.....	79 .....	142.....	55.6 .....
Hatton .....	65 .....	118.....	55.1 .....
Hoquiam.....	4,724.....	8,977.....	52.6 .....
Ione .....	302 .....	506.....	59.7 .....
Kahlotus .....	143 .....	257.....	55.6 .....
Kelso .....	6,133 .....	11,730.....	52.3 .....
Kettle Falls .....	838 .....	1,553.....	54.0 .....
Kittitas .....	708 .....	1,130.....	62.7 .....
Krupp .....	47 .....	78.....	60.3 .....
Lamont.....	66 .....	91.....	72.5 .....
Long Beach.....	707 .....	1,268.....	55.8 .....
Mabton .....	1,279 .....	1,911.....	66.9 .....
Malden .....	139 .....	213.....	65.3 .....
Mattawa .....	2,029 .....	2,703.....	75.1 .....



**APPENDIX B: JURISDICTIONS WITH 51% OR GREATER  
LOW- and MODERATE-INCOME (LMI) POPULATION**

<b>NAME</b>	<b>LMI Population</b>	<b>TOTAL Population</b>	<b>LMI Percentage</b>
Mesa .....	269 .....	441 .....	61.0 .....
Metalline .....	118 .....	179 .....	65.9 .....
Metalline Falls .....	118 .....	199 .....	59.3 .....
Mossyrock .....	253 .....	463 .....	54.6 .....
Nespelem .....	107 .....	165 .....	64.8 .....
Newport .....	1,093 .....	1,808 .....	60.5 .....
Northport .....	212 .....	343 .....	61.8 .....
Oak Harbor .....	12,622 .....	19,797 .....	63.8 .....
Oakville .....	346 .....	640 .....	54.1 .....
Okanogan .....	1,240 .....	2,281 .....	54.4 .....
Omak .....	2,482 .....	4,461 .....	55.6 .....
Oroville .....	1,005 .....	1,630 .....	61.7 .....
Othello .....	3,172 .....	5,700 .....	55.6 .....
Pe Ell .....	391 .....	688 .....	56.8 .....
Pullman .....	11,621 .....	19,792 .....	58.7 .....
Quincy .....	2,951 .....	5,116 .....	57.7 .....
Raymond .....	1,516 .....	2,754 .....	55.0 .....
Republic .....	558 .....	978 .....	57.1 .....
Riverside .....	217 .....	349 .....	62.2 .....
Rock Island .....	467 .....	883 .....	52.9 .....
Royal City .....	1,133 .....	1,840 .....	61.6 .....
Sequim .....	2,109 .....	4,086 .....	51.6 .....
Soap Lake .....	1,082 .....	1,695 .....	63.8 .....
South Bend .....	963 .....	1,809 .....	53.2 .....
Springdale .....	202 .....	316 .....	63.9 .....
Starbuck .....	85 .....	115 .....	73.9 .....
Sumas .....	572 .....	965 .....	59.3 .....
Sunnyside .....	8,704 .....	13,869 .....	62.8 .....
Tenino .....	829 .....	1,448 .....	57.3 .....
Tieton .....	590 .....	1,131 .....	52.2 .....
Toledo .....	312 .....	612 .....	51.0 .....
Tonasket .....	557 .....	880 .....	63.3 .....
Toppenish .....	5,799 .....	8,781 .....	66.0 .....
Union Gap .....	2,806 .....	5,479 .....	51.2 .....
Vader .....	344 .....	617 .....	55.8 .....
Wapato .....	3,182 .....	4,575 .....	69.6 .....
Warden .....	1,462 .....	2,540 .....	57.6 .....
Wilson Creek .....	147 .....	201 .....	73.1 .....
Winthrop .....	177 .....	324 .....	54.6 .....
Yelm .....	1,693 .....	3,303 .....	51.3 .....

## 2006 Income Limits

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
ADAMS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
ASOTIN	50	18,050	20,600	23,200	25,750	27,800	29,850	31,950	34,000
	80	28,850	32,950	37,100	41,200	44,500	47,800	51,100	54,400
BENTON	50	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80	34,650	39,600	44,550	49,500	53,500	57,450	61,400	65,350
CHELAN	50	18,950	21,650	24,350	27,050	29,200	31,400	33,550	35,700
	80	30,300	34,650	38,950	43,300	46,750	50,250	53,700	57,150
CLALLAM	50	18,100	20,700	23,250	25,850	27,900	30,000	32,050	34,100
	80	28,950	33,100	37,200	41,350	44,650	47,950	51,250	54,600
CLARK	50	23,750	27,150	30,550	33,950	36,650	39,400	42,100	44,800
	80	38,000	43,450	48,900	54,300	58,650	63,000	67,350	71,700
COLUMBIA	50	18,500	21,100	23,750	26,400	28,500	30,600	32,750	34,850
	80	29,600	33,800	38,050	42,250	45,650	49,000	52,400	55,750
COWLITZ	50	19,250	22,000	24,750	27,500	29,700	31,900	34,100	36,300
	80	30,800	35,200	39,600	44,000	47,500	51,050	54,550	58,100
DOUGLAS	50	18,950	21,650	24,350	27,050	29,200	31,400	33,550	36,700
	80	30,300	34,650	38,950	43,300	46,750	50,250	53,700	57,150
FERRY	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
FRANKLIN	50	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80	34,650	39,600	44,550	49,500	53,500	57,450	61,400	65,350
GARFIELD	50	17,850	20,400	22,950	25,500	27,550	29,600	31,600	33,650
	80	28,550	32,650	36,700	40,800	44,050	47,350	50,600	53,850

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
GRANT	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
GRAYS HARBOR	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
ISLAND	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	41,700	47,700	53,650	59,600	64,350	69,150	73,900	78,650
JEFFERSON	50	18,650	21,300	24,000	26,650	28,800	30,900	33,050	35,200
	80	29,850	34,100	38,400	42,650	46,050	49,450	52,900	56,300
KING	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	41,700	47,700	53,650	59,600	64,350	69,150	73,900	78,650
KITSAP	50	22,250	25,400	28,600	31,750	34,300	36,850	39,350	41,900
	80	35,550	40,650	45,700	50,800	54,850	58,950	63,000	67,050
KITITAS	50	18,850	21,550	24,250	26,950	29,100	31,250	33,400	35,550
	80	30,200	34,500	38,800	43,100	46,550	50,000	53,450	56,900
KLICKITAT	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
LEWIS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
LINCOLN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
MASON	50	17,900	20,450	23,000	25,550	27,600	29,650	31,700	33,750
	80	28,650	32,700	36,800	40,900	44,150	47,450	50,700	54,000
OKANOGAN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
PACIFIC	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PEND OREILLE	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PIERCE	50	21,750	24,850	27,950	31,050	33,550	36,000	38,500	41,000
	80	34,800	39,750	44,750	49,700	53,700	57,650	61,650	65,600
SAN JUAN	50	21,100	24,100	27,150	30,150	32,550	34,950	37,400	39,800
	80	33,800	38,600	43,450	48,250	52,100	55,950	59,850	63,700
SKAGIT	50	19,850	22,700	25,500	28,350	30,600	32,900	35,150	37,400
	80	31,750	36,300	40,800	45,350	49,000	52,600	56,250	59,900
SKAMANIA	50	23,750	27,150	30,550	33,950	36,650	39,400	42,100	44,800
	80	38,000	43,450	48,900	54,300	58,650	63,000	67,350	71,700
SNOHOMISH	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	41,700	47,700	53,650	59,600	64,350	69,150	73,900	78,650
SPOKANE	50	19,100	21,850	24,550	27,300	29,500	31,650	33,850	36,050
	80	30,600	34,950	39,350	43,700	47,200	50,700	54,200	57,700
STEVENS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
THURSTON	50	23,150	26,450	29,750	33,050	35,700	38,350	41,000	43,650
	80	37,050	42,300	47,600	52,900	57,150	61,350	65,600	69,850
WAHIAKUM	50	19,200	21,900	24,650	27,400	29,600	31,800	34,000	36,150
	80	30,700	35,100	39,450	43,850	47,350	50,850	54,350	57,900
WALLA WALLA	50	18,250	20,900	23,500	26,100	28,200	30,300	32,350	34,450
	80	29,250	33,400	37,600	41,750	45,100	48,450	51,750	55,100

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
WHATCOM	50	20,250	23,150	26,050	28,950	31,250	33,600	35,900	38,200
	80	32,400	37,050	41,700	46,300	50,050	53,750	57,450	61,150
WHITMAN	50	18,400	21,050	23,650	26,300	28,400	30,500	32,600	34,700
	80	29,450	33,700	37,900	42,100	45,450	48,850	52,200	55,550
YAKIMA	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700



washington state department of  
community, trade and economic development

# Community Development Block Grant

## Local Government Division

### For More Information

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### Introduction

The Washington State Community Development Block Grant (CDBG) Program provides funds on a competitive basis for housing, infrastructure, and community facilities, economic development, and planning projects that principally benefit low- and moderate-income households.

The Washington State CDBG Program is funded by the U.S. Department of Housing and Urban Development (HUD). The purpose of the state CDBG Program is to improve and maintain the environment of eligible, non-entitlement cities and counties in order to enhance the quality of life for low- and moderate-income (LMI) residents and, as a result, benefit the entire community.

### Funds Available

For 2006 it is anticipated that approximately \$15.9 million in federal funds will be awarded to Washington State. It is proposed that funds be distributed as follows:

- **General Purpose Grant** **\$ 7,000,000**  
 Contact: Bill Prentice  
 Annual grant cycle during which eligible applicants may request up to \$1,000,000 per application for housing, infrastructure, community facilities, or economic development/microenterprise projects principally benefiting low- and moderate-income persons. The application due date for the 2006 grant cycle is November 17, 2005, with awards announced mid-March 2006.
- **Community Investment Fund Grant** **\$ 4,107,728**  
 Contact: Dan Riebli  
 Provides technical and financial assistance to eligible communities of up to \$1,000,000 per application throughout the year on a funds available basis for housing, infrastructure, community facilities, or economic development/microenterprise projects identified through a local prioritization process. Assistance is coordinated with the department's Resource Team.
- **Planning-Only Grant** **\$ 500,000**  
 Contact: Sheila Lee-Johnston  
 Provides funds to eligible communities on a funds available basis for a wide range of planning activities that address public health and safety issues; improve essential services to low- and moderate-income individuals; complete a necessary and specific step within a broader community development strategy; or meet a planning requirement that will principally benefit LMI persons. Grants of up to \$35,000 are available, based on type of project. Multiple jurisdictions may request up to \$50,000.

- **Imminent Threat Grant** **\$ 166,000**  
 Contact: Bill Prentice  
 Provides funds to address unique emergencies posing a serious and immediate threat to public health and safety on a funds availability basis. Upon formal Declaration of Emergency, costs can be covered for a temporary repair or solution while funding for a permanent fix is secured.
- **Housing Enhancement Grant** **\$ 800,000**  
 Contact: Sharon Robinson  
 Companion funds to support priority applications submitted to the Washington State Housing Trust Fund.
- **Housing Rehabilitation Grant** **\$ 1,100,000**  
 Contact: Dan Riebli  
 Funds to support local housing rehabilitation activities. Grants of up to \$500,000 can be awarded annually.
- **Public Services Grant** **\$ 1,660,720**  
 Contact: Kaaren Roe  
 Grants made available through counties to community action agencies serving non-entitlement areas for activities serving low- and moderate-income people. Funding provided by formula and administration coordinated with the state Community Services Block Grant Program.
- **Administrative One Percent Set-aside for Technical Assistance**  
 One percent of the state's annual allocation of CDBG funding is used to provide technical assistance to CDBG eligible jurisdictions.
- **Business Loan Portfolio**  
 Contact: Dan Riebli  
 Four types of block grant lending instruments are currently used in Washington to assist business:

  - CDBG Float-Funded Activity Program
  - Loans from the Rural Washington Loan Fund
  - HUD Section 108 Guarantee Loans
  - Regional Microenterprise Development Grants

## Eligibility Guidelines

- Eligible applicants are Washington State cities and towns with less than 50,000 in population or counties with less than 200,000 in population that are non-entitlement jurisdictions or are not participants in a HUD Urban County Entitlement Consortium.
- Non-profit organizations, Indian tribes, and special purpose organizations such as public housing authorities, port districts, community action agencies, and economic development councils, are not eligible to apply directly to the CDBG Program for funding. However, eligible jurisdictions may choose to serve Indian tribes within their jurisdiction or to involve the other organizations in the operation of projects funded under the program.
- Projects must principally benefit low- and moderate-income persons. Low- and moderate-income is defined as 80 percent of county median income.
- Applicants may submit one request per fund each program year.



# Subvención Global Para Desarrollo Comunitario

## División de Gobierno Local

### Para mas información

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### Introducción:

El programa de Subvención Global para Desarrollo Comunitario del Estado de Washington (CDBG) proporciona fondos sobre una base competitiva para vivienda local, instalaciones públicas y comunitarias, desarrollo económico y proyectos de planificación que benefician principalmente a los hogares de ingresos bajos y moderados.

Los fondos para el programa CDBG del Estado de Washington son despendidos por el Departamento de Viviendas y Desarrollo Urbano de los Estados Unidos. El Programa de Subvención para el Desarrollo Comunitario (CDBG) de estado de Washington esta deseando para financiar hogares locales, albergues públicos, desarrollos económicos y desarrollar proyectos cuyo **propósito** principal es beneficiar a las familias de bajos y moderados recursos económicos. Esto resultar en un beneficio para toda la comunidad.

### Fondos Disponibles

Históricamente, se han distribuido aproximadamente \$15.9 millones en fondos federales sobre una base anual, a través de los siguientes propuesto fondos de concesión:

- **Concesión de Propósito General** **\$7,000,000**  
Contacto: Bill Prentice  
Ciclo de concesión anual durante el cual los solicitantes elegibles pueden pedir hasta \$1,000,000 por solicitud para proyectos de vivienda local, instalaciones públicas, instalaciones de la comunidad, o de desarrollo económico/microempresas, principalmente en beneficio de personas de ingresos bajos y moderados. La fecha de vencimiento para el ciclo de concesión de 2006 es el 17 de noviembre de 2005, con anuncio de la decisión en el medio de Marzo 2006.
- **Concesión de Fondos de Inversión de la Comunidad** **\$4,107,728**  
Contacto: Dan Riebli  
Proporciona ayuda técnica y financiera a comunidades elegibles de arriba a \$1,000,000 por la aplicación a través del año en un fondos la base disponible para la comunidad y proyectos económicos de desarrollo identificó por un proceso local de la priorización. La ayuda se coordina con el Equipo del Recurso del departamento.
- **Concesión para Planificación Solamente** **\$ 500,000**  
Contacto: Sheila Lee-Johnston  
Las Concesiones para Planificación Solamente se proporcionan a las comunidades elegibles sobre una base de disponibilidad de fondos, para una gama amplia de actividades de planificación dirigidas hacia la salud pública y asuntos de seguridad; para responder a los mandatos estatales y federales; para mejorar servicios esenciales para individuos de ingresos bajos y moderados; o, para completar los pasos necesarios dentro de una estrategia de desarrollo comunitario más amplia. Se encuentran disponibles concesiones de hasta \$35,000. El consorcio de solicitantes elegibles puede solicitar hasta \$50,000.



- **Concesión de Amenaza Inminente** **\$ 166,000**  
 Contacto: Bill Prentice  
 Fondos para cubrir emergencias únicas que representan una amenaza seria e inmediata a la salud y la seguridad pública, sobre una base de disponibilidad de fondos. Tan pronto que la declaración de emergencia es en debida formal, los fondos se encuentran disponibles para concesiones suplementarias a los contratos existentes.
- **Concesión para Mejora de la Vivienda** **\$ 800,000**  
 Contacto: Sharon Robinson  
 Fondos acompañantes en apoyo de las solicitudes de prioridad presentadas ante el Fondo de Vivienda del Estado de Washington (Washington State Trust Fund.)
- **Concesión para Revitalizar Vecindarios** **\$1,100,000**  
 Contacto: Dan Riebli  
 Fondos para ayudar vecindarios revitalizar viviendas local. Se encuentra disponibles concesiones de hasta \$500,000.
- **Concesión para Servicios Públicos** **\$1,660,720**  
 Contacto: Kaaren Roe  
 Las concesiones se hacen disponibles a través de los condados a agencias de acción comunitaria que sirven a áreas que no reciben asistencia financiera directa para actividades que sirven a las personas de ingresos bajos y moderados. El financiamiento se proporciona por fórmula y administración coordinadas por el Programa Estatal de Subvención Global para Desarrollo Comunitario.
- **Portafolio de Empréstito Comercial**  
 Contacto: Dan Riebli  
 Actualmente, se utilizan en Washington cuatro tipos de préstamos de subvención global para ayudar a los negocios:

  - Préstamos Flotantes
  - Los préstamos del Fondo Rural de Préstamos de Washington
  - Garantía de Préstamos bajo la Sección 108, por medio de HUD.
  - Concesiones para el desarrollo microempresa regional.

## Guía de Elegibles

- Los solicitantes elegibles son ciudades y pueblos del estado de Washington con poblaciones menores de 50,000 o condados con poblaciones menores de 200,000 que son jurisdicciones que no reciben asistencia financiera directa o no son participantes en un Consorcio de Asistencia Financiera Directa del Condado Urbano de HUD.
- Naciones indias y organizaciones con propósitos especiales, tales como autoridades de hogares públicos, estritos portuarios, agencias de acción a la comunidad y consejos de desarrollo económico, no califican para solicitar directamente financiamiento al Programa de CDBG. Sin embargo, jurisdicciones que si califiquen pueden optar por incluir naciones indias o otras organizaciones en actividades financiadas por una subvención.
- Los proyectos deben beneficiar principalmente a las personas de ingresos bajos –y moderados-. Los ingresos bajos -y moderados- están definidos como 80 por ciento del ingreso medio del condado.
- Los solicitantes pueden presentar una solicitud en cada ciclo del financiamiento.

## FORM 16A

### CDBG HOUSING ENHANCEMENT PROJECT SUMMARY

1. Applicant Jurisdiction: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Tax ID #: \_\_\_\_\_  
SWV #: \_\_\_\_\_  
County: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_  
Title or Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
3. Subrecipient Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title or Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
4. Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
5. Fiscal Year from \_\_\_\_\_ to \_\_\_\_\_  
Congressional District: \_\_\_\_\_
6. State Legislative District: \_\_\_\_\_
7. Project Summary:

8. Project Category:
- \_\_\_\_\_ Housing \_\_\_\_\_ Community Facilities

9. National Objective Addressed:
- \_\_\_\_\_ **Principally benefits low- and moderate-income persons or households, \_\_\_\_\_%**
- \_\_\_\_\_ Prevents or eliminates slums or blight
- N/A Meets urgent community development needs which pose a serious & immediate threat to public health or safety

10. Total Project Budget:  

CDBG	\$ _____
Other Federal	_____
State	_____
Local Public	_____
Private	_____
<b>TOTAL</b>	<b>\$ _____</b>
11. Project Location:  
Census Tract(s) \_\_\_\_\_  
Block Group(s) \_\_\_\_\_
12. Project Beneficiaries:  
# Persons: \_\_\_\_\_  
# LMI Persons: \_\_\_\_\_  
# Households: \_\_\_\_\_  
# LMI Households: \_\_\_\_\_

13. **Certification of Chief Administrative Official:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

## PROJECT SUMMARY FORM INSTRUCTIONS

The Project Summary Form serves as the cover page for the application and should be the first page inside the cover.

1. The applicant jurisdiction must be a non-entitlement city or county (see Appendix A). The Tax Identification number is usually a "91-" number. If a jurisdiction has a statewide vendor (SWV) number, it should be included on this form.
2. Provide information on the person to be contacted, should more information regarding the threshold requirements or project proposal be needed by the CTED staff.
3. Provide information on any subrecipient organization that will benefit from the project or receive CDBG funds as a pass through.
4. Provide information on the consultant used to develop the proposal, if applicable.
5. List the month and day of the beginning and end dates of the applicant's fiscal year.
6. List the numbers of the state and congressional districts.
7. Provide a brief project summary, highlighting what is to be accomplished and the major elements of the project.
8. Check the appropriate project category.
9. Indicate which CDBG program national objective this application addresses. Also list an estimate of the percentage of low- and moderate-income (LMI) benefit. It is not necessary to address more than one national objective.
10. List the project budget.
11. List the Census Tract(s) and Block Group(s) for the project area. Sources of assistance are the local or county planning office, the U.S. Census website: (<http://www.census.gov>) or the State Data Center/Census 2000 website: (<http://www.ofm.wa.gov/census2000/index.htm>). The State Data Center telephone number is (360) 902-0592.
12. List estimated number of people, households, people qualifying as low- and moderate-income and households qualifying as low- and moderate-income that will benefit from the project.
13. This form must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator or city manager as applicable). **An original signature must be submitted.** Please clearly state the official's name and title.

## FORM 16B

### CDBG HOUSING ENHANCEMENT PROJECT DESCRIPTION

Describe your CDBG project in detail and explain how CDBG funds will be used, and how they are critical to the overall success of the project.

***(If the project is for offsite infrastructure work, you must provide a map of the area or other documentation that clearly shows that the CDBG work will be performed in the public right-of-way.)***

**FORM 16 C**  
**CDBG HOUSING ENHANCEMENT**  
**PROJECT BUDGET FORM**

	Source 1	Source 2	Source 3	Total
Funding Status	CDBG			
<b>Are the sources Committed? (Yes/No)</b>				
<b>If not, date when commitment expected.</b>				
<b>Budget Elements</b>				
General Administration				
(CDBG contract execution, files and record keeping, civil rights compliance)				
Project Administration				
(Project Manager, Consultant Fees)				
Environmental Review				
Architectural Fees				
Engineering Fees				
Acquisition/ Relocation				
Architectural Barrier Removal				
Housing Activities				
Water/sewer side connections				
Sewer Improvements				
Water Improvements				
Street Improvements				
Fire Protection				
Community Facilities				
Commercial/Industrial Facilities				
Revolving Loan Fund Program				
Public Services				
Planning				
Other, list				
<b>Total</b>				

(Use a second copy of form if more than 3 funding sources.)

## CDBG PROJECT BUDGET FORM INSTRUCTIONS

The CDBG Project Budget Form is used to provide the total budget of the proposed CDBG project, and is divided between activity costs (such as general administration, project administration, public facilities construction or housing rehabilitation).

When determining costs for the Project Budget Form, applicants should indicate only the level of funding necessary to carry out the project. The grant request must be sufficient either by itself or in combination with other proposed funding sources to assure effective administration and completion of the proposed project within the contract period.

Complete the Project Budget Form as follows; list CDBG costs in the Source 1 column and estimated costs associated with other sources (as well as the name of the other source) in the Source 2 and Source 3 columns, as needed.

**Funding Status-** For each funding source, use first two lines in the corresponding column to indicate whether there is a firm funding commitment or, if not, when a firm commitment is expected.

**General Administration-** Grantees should carefully complete this line item. In addition to identifying administrative expenditures, it will serve as a guide for preparing the contract and for project monitoring in the event the proposal is funded. General Administration is distinct from project administration, which is defined on the next page.

If applying for CDBG administrative funds, applicants should keep in mind that grant recipients are expected to stay within this budget; administrative costs are not normally changed during the life of the project.

The following is a list of eligible general administration activities:

- Review and execution of the CDBG contract.
- Establishment of CDBG files and record keeping.
- Compliance with civil rights activities including fair housing activities, Section 504, ADA, and Title VI.
- Contract close-out activities.

The general administration line item does not include the administrative costs for project activities such as housing, economic development, community facilities, or public facilities. General administration does not include any costs associated with the preparation of a CDBG application. ***The application preparation costs are ineligible under CDBG guidelines.*** Please contact CDBG Program staff if you have questions concerning administration costs.

**All applicants must complete the administrative line item whether they are requesting CDBG funds for administration or not. General Administration costs can be covered through local or in-kind contributions.**

Items to include when computing the general administration line item include:

**Personal Services** -Compute all salaries, wages, and fringe benefits to be paid for general administration of the grant.

**Office Costs** - Compute the costs of supplies. Include postage costs, telephones, equipment leasing costs, printing and publication costs, and office costs. Publishing Fair Housing resolutions can also be costly and should be considered when preparing the budget.

**Professional Services** -Compute consultant costs, legal costs, and audits costs. Generally, engineering and other technical services should be entered under engineering and other technical services line items.

**Other** - Applicants should take into consideration any other administrative costs or expenses that may be incurred prior to administrative close-out.

Enter total costs calculated for general administration and enter under the general administration line item.

**Project Administration-** Enter all costs which are directly related to project implementation and carrying out the CDBG project.

Eligible project administration activities include, but are not limited to:

- Conducting environmental reviews and preparing environmental review documents.
- Attending grant management training workshops.
- Processing payment vouchers.
- Ensuring labor standards compliance.
- The costs of processing applications for direct benefit projects and conducting inspections.

**Architectural Fees-** Enter all costs associated with the use of an architectural firm.

**Engineering Fees-** Enter the total engineering costs associated with the project.

**Acquisition-** Enter total purchase price, include the appraisal costs in addition to any closing costs associated with the acquisition of property. Explain all costs listed in the Budget Assumptions.

**Relocation-** List all costs associated with relocation. If you are unsure if relocation is applicable, contact the CDBG Program staff.

**Architectural Barrier Removal-** Enter costs associated with removing architectural barriers to bring facilities into compliance with the Americans with Disabilities Act.

**Housing Activities-** Enter all costs associated with housing activities. If there are administrative, planning, architectural, or engineering costs directly associated with a specific listed housing activity, include those costs on the appropriate line item. Explain all housing activity costs in the Budget Assumptions.

**Water/Sewer Side Connections-** Enter costs associated with the replacement or construction of water or side service connections. This includes all work done on private property. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

**Sewer Improvements-** Include all costs associated with construction or rehabilitation of the sewer system. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

**Water Improvements-** Enter costs associated with construction or rehabilitation of the water system. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

**Street Improvements-** Enter costs associated with construction or rehabilitation of streets. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

**Fire Protection-** List all costs associated with fire protection such as fire protection equipment or fire protection vehicles. Explain all fire protection activity costs in the Budget Assumptions.

**Community Facilities -** Enter all costs associated with community facilities activities if the project category of the application is community facilities or includes community facilities activities as part of a comprehensive application. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item. Explain all community facilities activity costs in the Budget Assumptions.

**Commercial/Industrial Facilities-** Enter all costs associated with commercial or industrial activities if the project category of the application is economic development or includes economic development activities as part of a comprehensive application. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item. Explain all economic development activity costs in the Budget Assumptions.

**Revolving Loan Fund Programs-** List costs associated with setting up or retaining a revolving loan fund program. Explain all costs in the Budget Assumptions.



**Public Services** - Enter total public services costs. This refers to direct costs (including personnel, supplies, and travel) associated with the provisions of public services eligible under the CDBG Program. Please note: Not more than 15% of the total request may be used for public services, unless approved by the CDBG Program.

**Planning-** Enter total planning costs. This refers to proposed planning costs directly related to the overall project proposal, and is not related to the CDBG Planning-Only Grant that has its own application cycle. The combined general administration costs and planning costs may not exceed 15% of the total funding request.

**Other-** List costs associated with any other activity not listed above, such as clearance, flood control or drainage activities, or parking. Explain all activities in the Budget Assumptions.

NOTE: For Comprehensive Projects - Use line items which reflect activities included in the proposal.

**Total Project Budget** - Enter total for each source and a grant total on the line provided. These totals should match those amounts listed on the Project Summary Form.